

C O N F I D E N T I A L

Approved For Release 2002/08/21 : CIA-RDP93B01194R001300070021-8

CRB-00106/77  
4 August 1977

MEMORANDUM FOR: Chief, Information Services Staff

25X1A FROM : [REDACTED]  
Chief, ISS/PIAG/CRB

SUBJECT : Security Implications in the State Department  
Decimal File System

REFERENCE : Your Informal Request for Information - Copy  
Attached

25X1A 1. On 3 August 1977 Mr. [REDACTED], DDA/ISAS/RRB, attended  
25X1A a meeting at State Department to discuss Security Implications in  
the State Department Decimal File System. Mr. [REDACTED] was advised at  
25X1A this meeting that the State Department had scheduled the turn-over  
to NARS of State Index Cards for the period 1950-1954 for December  
1977. As a result of this meeting, the State Department Officers  
(a Mr. Macket and a Mr. Cramsy - phonetic) with whom Mr. [REDACTED] met,  
agreed to delay turning over the 1950-1954 index cards until a  
decision can be reached as to how to protect the classified informa-  
tion on these index cards.

25X1A 2. At my request Mr. [REDACTED], Senior Review Officer in  
DDA/ISAS/RRB, contacted the NARS custodian of the State index cards.  
According to the NARS officer, there are actually three different  
indices: one by name; one by subject; and, one by "purport."  
These index cards of immediate concern to us cover the period  
1945-1949 and include references to OSS, SSI, CIG, CIA and .101  
(State Decimal System referring to CIA matters). There are  
approximately seven million (7,000,000) of these 3"x5" index cards.  
These cards fill 292 roller drawers (3'x3'x6").

25X1A 3. Sometime ago, the [REDACTED] group reviewed OSS/R&A index  
cards filed at NARS. Based on their experience, one (1) man can  
process 1,800 cards per day. Accordingly, it appears that it will  
take 3,888 working days (approximated 17.5 man years) to complete  
25X1A the review of these State index cards. This review would be  
further complicated if NARS insisted on some type of dummy card  
being made for each index card removed. NARS did not require the  
[REDACTED] to put in dummy cards when they reviewed similar type

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cards. At that time NARS agreed to accept the index cards as they were withdrawn and place them in a special protected file area. It is possible that NARS placed dummy cards in the OSS/A&R index although we have no confirmation of that act at this time. Presumably we may be able to reach a similar agreement with NARS with the above subject index cards.

4. In spite of the magnitude of the screening job involved in reviewing these 1945-1949 index cards, it is apparent that the job must be done and within a reasonable period if we are to prevent any possible compromise of staff officers. In order to accomplish the job, I suggest we consider the following possibilities:

25X1A (a) Use existing [ ] personnel. Decision must be made whether to add personnel to the [ ] project in order to maintain the volume of review needed on OSS records and do the index card review at the same time. We can anticipate that the cost for each person added to the [ ] complement will cost from \$10,000.00 to \$11,000.00. 25X1A

(b) We could seek approval to hire independent contractors under a new project. These annuitants would not need the same level of expertise required of the [ ] group since the work involved is more routine and little or no independent decision making would be involved. This work could well be done by former intelligence assistants and analysts. Costs would be somewhat lower than that using personnel from [ ]. 25X1A

25X1A (c) Unless approval can be obtained to use independent contract personnel, consideration must be given to using staff personnel. Again, personnel at the GS-5 to GS-7 level (Intel Assistants) could be used to accomplish this review. Costs of using staff personnel would be considerably higher since full salary and other fringe benefit costs are involved. If the decision is made to use staff personnel, we can use a "task force concept" to assign and direct the activities of these staff reviewers.

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5. The above planning covers only the index cards for the period 1945-1949 and ignores the question of what to do with the State purport books containing similar information for the period 1940-1945. Considering the time period involved, it appears that we should agree that [REDACTED]

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